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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

June 3, 1942

ADMINISTRATOR'S MEMORANDUM NO. 3

Supplement K

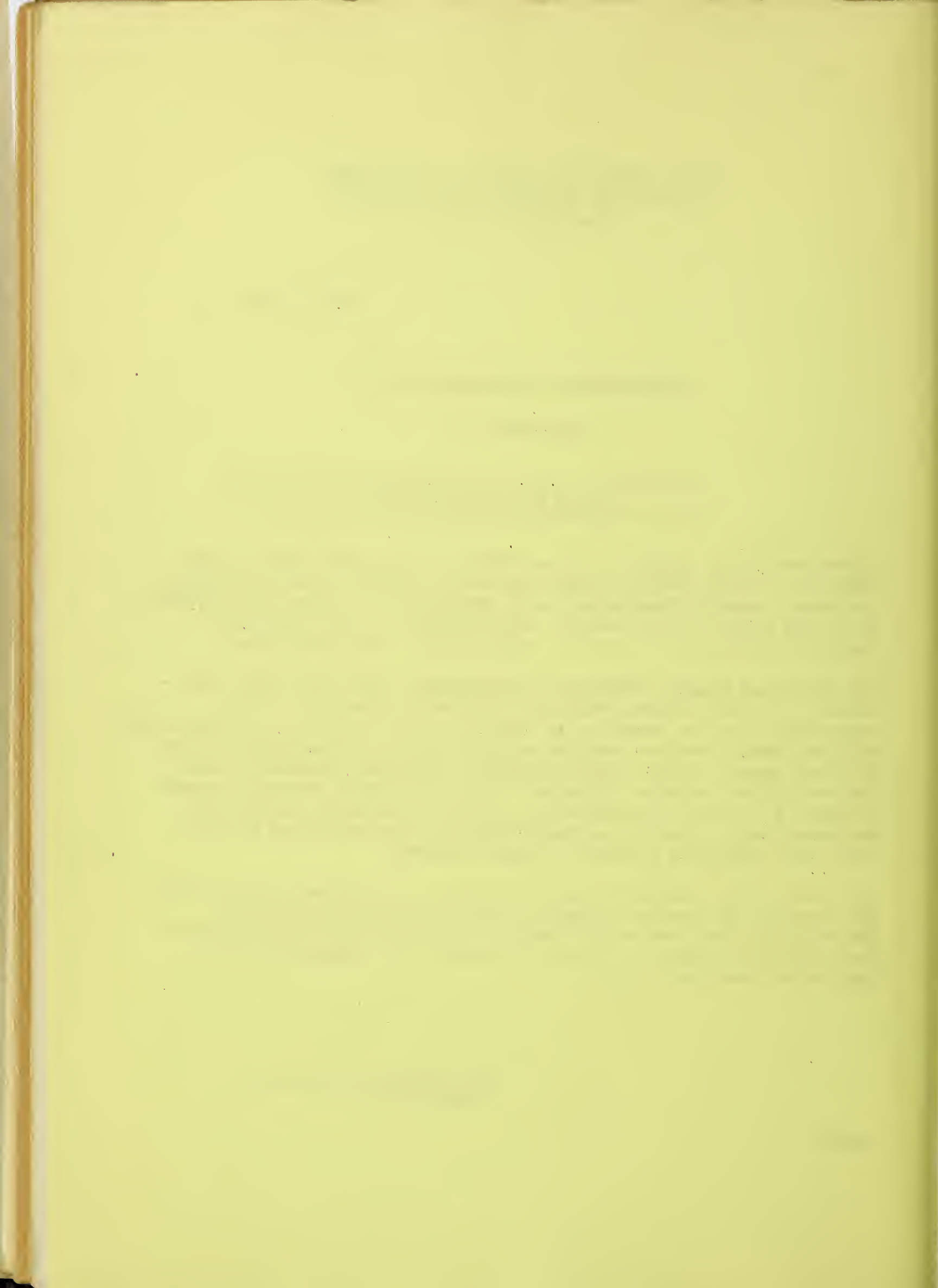
Designation of Dr. T. G. Stitts as Chief of the
Dairy and Poultry Branch

Effective May 21, 1942, Dr. T. G. Stitts is designated Chief of the Dairy and Poultry Branch. This supplement supersedes the designation in Administrator's Memorandum No. 3, Supplement G, of Mr. C. W. Kitchen as Acting Chief of this Branch. The functions of the Dairy and Poultry Branch were outlined in Administrator's Memorandum No. 2.

The Dairy and Poultry Branch has an important role in the AMA, especially in action programs arising from the war emergency. It is responsible for the expansion of facilities for processing and dehydrating milk and eggs to assure adequate supplies of these foods needed by our military forces and the United Nations. The Branch formulates plans for stabilizing the price structure for these products through purchase programs and marketing agreements. Also it administers service and regulatory acts relating to standardization, inspection and grading, and issues marketing reports on these products.

Dr. Stitts is a graduate of Cornell University, College of Agriculture, and received his doctor's degree at the University of Minnesota. Since 1933 he has been on the staff of the Farm Credit Administration, and is widely recognized as one of the most able administrators in the Federal service.

Roy F. Hendrickson
Administrator



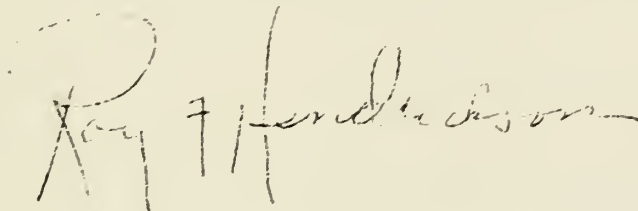
UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

June 24, 1942

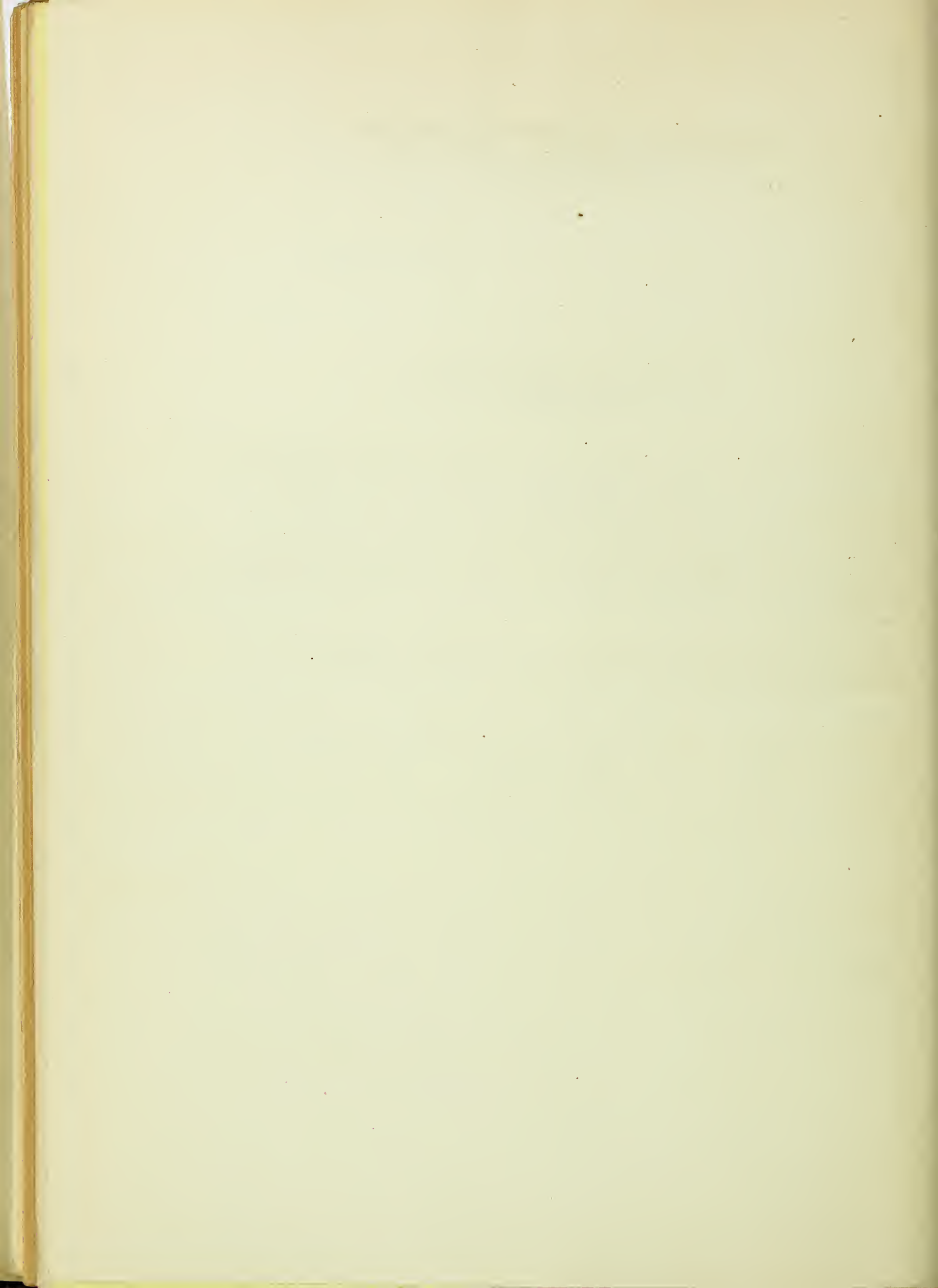
ADMINISTRATOR'S MEMORANDUM NO. 3
Supplement L

On June 1, 1942, Ralph M. Olmstead, Assistant Administrator, was called from Reserve Officer status to active duty as a First Lieutenant, Quartermaster Corps, Office of the Quartermaster General. Because of the importance of his earlier liaison work between the AMA and the Office of the Quartermaster General, his commanding officer has consented to have Lieutenant Olmstead continue to serve with us. It is hoped that this assignment will be permanent.

All delegations of responsibility and authority to him previously announced by this office will continue in effect.

A handwritten signature in cursive script, appearing to read "Roy F. Henderson".

Administrator



UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

July 7, 1942

ADMINISTRATOR'S MEMORANDUM NO. 3

Supplement M

Designation of Assistant Administrator in Charge of
Requirements and Requisitions

Effective at once, Budd A. Holt, Assistant to the Administrator, is designated Assistant Administrator in charge of requirements and requisitions in addition to other duties which will be assigned from time to time.

All requests and requisitions for commodities involving Lend-Lease, TEP, Caribbean and other funds looking toward the purchase or shipment of products for use outside the continental United States shall be directed to Mr. Holt. It will be the responsibility of Mr. Holt and personnel attached to his office to arrange for prompt routing of such requisitions or of pre- or post-requisition inquiries or other communications to the appropriate Commodity Branches and to the Purchase Branch. It will be his duty to insure prompt action on requisitions, inquiries, etc., so that our procurement services may be handled in a prompt and orderly manner.

Requests for products by the Distribution Branch shall also be routed to Mr. Holt for clearance.

His functions with relationship to purchases made pursuant to Section 32 will be developed in a subsequent memorandum clarifying the functions of the Commodity and Purchase Branches.

In addition, Mr. Holt will have general charge of crystallizing AMA's position on requirements for farm products, focusing the work of the Commodity Branches which have responsibility for maintaining at all times for their commodities:

1. Prospective production, utilizing data of other agencies as well as information developed by the Branch.
2. Prospective civilian requirements and ordinary exports.
3. The specific needs under Lend-Lease by countries, for the Army and Navy (separately), for school lunch, direct distribution and any other.

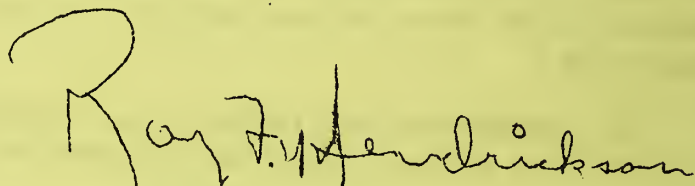
Such requirements shall always be available on a fiscal year basis and in terms of final processed or consumable products as well as in terms of raw materials. Arrangements for ascertaining Army and Navy requirements will be made through Ralph W. Olmstead, Assistant Administrator, in his liaison relationship to the armed services.

Mr. Holt shall arrange for standard methods of maintaining and reporting such data. He shall be AMA's representative, or arrange for appropriate representation, on the Requirements Branch of the Office of Agricultural War Relations. The latter, under the leadership of Dr. Fitzgerald, is in charge of bringing food requirements together for consideration by the Foods Requirements Committee of which Secretary Wickard is Chairman.

In establishing, subject to approval of the Administrator, the AMA position on requirements, Mr. Holt will have the cooperation of the Distribution, Purchase and Commodity Branches, and the Consumers' Counsel Division, as well as agencies both within and outside of the Department.

Mr. Holt will determine if the Purchase Branch and the appropriate Commodity Branches are agreed on (a) announcement of requests for bids, (b) contract awards, (c) negotiated purchases, (d) amendments to contracts, (e) penalties where the vendor is unable to fulfill contractual obligations. All cases of these types should be brought promptly to his attention. If they are agreed, he will approve these as a matter of course unless he is in doubt, when he will refer the case with his recommendation to the Administrator. If they are not agreed, he will attempt to reconcile differences and if they are not promptly reconciled, he will refer them to the Administrator or Acting Administrator for decision.

In the case of penalties involving in excess of \$2,000, he will forward the case with the recommendation of the Purchase and appropriate Commodity Branches and his own recommendation for action by the Administrator. Generally speaking, our policy will be to employ penalties usually employed in commercial practice plus recognition of the fact that we must have results in meeting our own procurement requirements.


Administrator